

RSNA EXHIBITOR BLOCK HOUSING TERMS AND CONDITIONS

Deadline: June 27, 2016

One housing method (Exhibitor Individual Housing or Exhibitor Block Housing) may be selected per exhibiting company, regardless of the number of hotels utilized. Exhibitors may request rooms only for their employees or agents working the technical exhibit booth.

NEW! Room Reservation Priority:

Earned 2015 exhibitor priority points determine date for accessing the exhibitor housing and registration website:

- Wednesday, June 8, at 10:30 AM (CT): Companies with 85 or more earned exhibitor priority points can reserve hotel rooms
- Thursday, June 9, at 10:30 AM (CT): Companies with 35 or more earned exhibitor priority points can reserve hotel rooms
- Friday, June 10, at 10:30 AM (CT): Housing open to all companies for reserving hotel rooms

TERMS AND CONDITIONS

General Information

- Requesting 25 rooms or more on peak night.
- This commits and binds exhibitor to Block Housing policy for duration of the RSNA 2016 event.
- Room Reservation Priority: Earned 2015 exhibitor priority points determine sequential order for processing room block requests. Companies with the same number of exhibitor priority points will have their room block request determined based on date and time the request was received.

Important dates:

- June 27, 2016 - Deadline date for Block Housing requests
- August 10, 2016 - Housing assignments emailed
- August 10 – October 4, 2016 - Attrition Fee applies
- August 19, 2016 - Hotel deposits due
- October 4, 2016 - Each company is responsible for having entered their own rooming list into the exhibitor housing system
- October 5, 2016 - All unassigned rooms are released for general sale
- October 5, 2016 - Reservation cancellation fees apply
- November 2, 2016 - Exhibitor housing closes
- November 7-14, 2016 - Reservations and deposits will be transferred from Experient to the hotels and therefore cannot be altered during this period
- November 15, 2016 - Contact the hotel directly for date changes and room cancellations

Allocation of rooms

- Room Reservation Priority - Earned 2015 exhibitor priority points determine sequential order for processing room block requests. Companies with the same number of exhibitor priority points will have their room block request determined based on date and time the request was received.
- Based on historic performance reported by hotels, room allocations for non-peak nights will be decided according to the percentages listed in the online housing system.
- Additional off-peak rooms will be considered based on availability and past performance.
- Companies may request a maximum of 150 rooms on peak night (Monday, November 28, 2016) at one hotel.
- Hotel rooms are apportioned equitably between professional registrants and exhibitor personnel.

- Housing assignments are not guaranteed on a year-to-year basis

Hotel Deposits

- Required no later than August 19, 2016.
- Calculated at \$400 per requested hotel room reservation.
- The credit card provided must be valid through December 2016 and will be charged by the hotel approximately two weeks before the annual meeting. If the credit card is declined, the reservations may be canceled by the hotel.
- Block housing companies can send a check for the hotel deposit.

Attrition, Changes, Cancellations and Early Departures

- Attrition Fee: \$100 per room when reducing peak night (Monday, November 28, 2016) room block by more than 20% between August 10 – October 4, 2016.
- Hotel Reservation Date Change - No penalty for changes occurring before Wednesday, November 2, 2016.
- Cancellation Fee:
 - \$200 for each canceled room reservation occurring between October 5 and November 2, 2016.
 - \$400 room deposit or one night's room and tax, whichever is less, is retained by the hotel when canceling/reducing nights occupied after November 2, 2016.
- Name changes accepted without penalty as long as the arrival and departure dates remain the same.
- Early departures will result in the loss of one night's room and tax, retained by the hotel.
- Failure to check in at the hotel on your schedule arrival day will result in forfeiture of your reservation, the \$400 hotel deposit or one night's room and tax, whichever is less and is retained by the hotel.
- When canceling your room reservation directly with the hotel, document the date and time of your call, name of the person with whom you spoke, and obtain a cancellation number.

Direct your housing questions to: housing@rsna.org or 630-571-7847.